

ACTION STICKERS FOR IDENTIFYING AND PROCESSING

STORED DOCUMENTS

Abstract of the Disclosure

[0086] A user affixes one or more action stickers to a collection coversheet to identify, by location on the coversheet, target documents within a previously stored collection of documents. The action stickers also specify actions to be performed on the target documents. The coversheet is scanned and the affixed stickers are located and read. The specified actions are then performed on the target documents. If the specified actions change the organization or architecture of the document collection, an updated version of the collection may be generated and stored, and a new coversheet may be printed. The action stickers may be removable, self-adhesive labels.